

## Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program

### CARES Plus: Phase I Expenditure Reporting Forms Package Instructions

Agencies receiving First 5 California CARES Plus, Phase I—Planning and Development (Phase I) funds in Fiscal Year 2011-12 on a reimbursement basis must submit a completed CARES Plus: Phase I Expenditure Reporting Forms Package to First 5 California.

The CARES Plus: Phase I Expenditure Reporting Forms Package is due to First 5 California on or before January 31, 2012.

The CARES Plus: Phase I Expenditure Reporting Forms Package consists of eight (8) spreadsheets. Each spreadsheet is dedicated to a different planning and development activity, as described in the CARES Plus Request for Application (RFA), revised December 17, 2010. The spreadsheets are titled as follows:

- Activity A:** Initiating or Building on Current Outreach Activities to Reach the Population Targeted under Program Requirements;
- Activity B:** Developing and/or Renegotiating Memorandums of Understanding and/or Contracts with Proposed Collaborative Partners Serving CARES Plus Participants;
- Activity C:** Developing and/or Enhancing Curriculum Alignment and Articulation Agreements with Two- and Four-Year Institutions of Higher Education;
- Activity D:** Recruiting and Training of Staff to Implement the CARES Plus Program Requirements;
- Activity E:** Purchasing Resource Materials Aligned with Component A;
- Activity F:** Aligning Local Evaluations and Data Systems to Meet the Requirements of this RFA;
- Activity G:** Providing Direct Services to Participants; and
- Summary:** Summary of Phase I Expenditures.

This expenditure reporting forms are in Excel format and available on the First 5 California website at: <http://www.cafc.ca.gov/help/CARESPlus.asp>

The CARES Plus: Phase I Expenditure Reporting Forms Package will open on the Activity A spreadsheet. Please complete as many different Activity spreadsheets as needed to fully describe all planning and development activities for which reimbursement is being claimed. To enter data for a different Activity, select the appropriate tab located in the bottom left hand of the screen.

The reporting fiscal agent will be responsible for completing all cells shaded in yellow. All gray cells will populate based on information entered in the yellow-shaded cells.

**Submission of the CARES Plus: Phase I Expenditure Reporting Forms Package is a two-step process.**

**Step 1: E-mail the completed Excel file with all eight (8) spreadsheets to First 5 California at [CARESPlus@ccfc.ca.gov](mailto:CARESPlus@ccfc.ca.gov); and**

**Step 2: Mail to First 5 California, at the following address, a hard copy of the Summary of Phase I Expenditures page with original signature:**

**First 5 California  
Attn: Dung Tran  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833**

**Note: Hard copies of all Activity pages are not required. Please submit only the Summary page with original signature.**

**Completing the CARES Plus: Phase I Expenditure Reporting Forms Package**

For each spreadsheet:

1. Select the name of the reporting county. A drop-down list of counties can be accessed by pressing on the arrow to the immediate right of the "Select County" cell.
2. Enter the name and address of the lead agency.
3. In the Activity Description column, describe the planning and development activity for which reimbursement is being claimed.
4. In the Contractual Service column, indicate, with a Yes or No answer, whether the activity described in #3 above is a contractual service.
5. Please break down the total amount expended on the activity described in #3 above by the defined budget categories and line items (Personnel, Staff Benefits, Operating Costs, and Evaluation) as shown in the columns to right of the Contractual Service column.
6. A different line should be used for each separate activity.
7. Cells containing totals, and shaded in gray, will automatically calculate based on the figures entered in the yellow budget category cells.
8. The Summary page, with the exception of the yellow-shaded cells, will automatically populate based upon figures entered in the preceding Activity pages. The field titled "Total Amount Requested for State to Reimburse Lead Agency", shaded in blue, is the sum of all the Activity totals on the preceding pages, up to amount approved in the lead agency's application.

**Please note that the CARES Plus: Phase I Expenditure Reporting Forms Package will not be considered complete unless the lead agency complies with both Step 1 and Step 2 submission requirements detailed above.**